

OBERLIN UNITARIAN UNIVERSALIST FELLOWSHIP
OFFICIAL POLICY AND PROCEDURE

BUILDING USE POLICY

OUUF Principles

- Facilities use activities must be in accordance with the core principles of the Oberlin Unitarian Universalist Fellowship. These principles are expressed in the OUUF Mission, Covenant, Human Resources Policy, and Welcoming Congregation and Green Sanctuary accreditations. Any activity not in accordance with OUUF core principles may be denied permission.

Rooms Available for Rent

- Gathering Room
- Sanctuary (includes Gathering Room)
- Social Hall (includes Kitchen)
- Milk Room
- Minister's Office - only available with special permission from the Minister
- Cave - Only available with special permission from RE Director and/or Youth Group

Scheduling

- Any group or person interested in using OUUF facilities must contact the Office Manager to schedule their meeting/event.
- Office Manager
 - Manages all scheduling.
 - Maintains written calendar (posted in Social Hall) and online calendar.
 - Responsible for communicating all scheduling with the Communications Committee.
 - Empowered to use their judgment to determine if an applicant is capable of fulfilling the terms of the Facilities Use Contract. Previous permission to use OUUF facilities is not a precedent for future permission.
 - Will consult with the Board or Board President if a conflict or other problem arises.
 - NOT authorized to sign contracts or agreements on behalf of the Fellowship.
- Communications Committee (ComCom)
 - ComCom is responsible for posting all scheduled meeting/events communicated by the Office Manager in all appropriate forms of communication.
- Calendars
 - Public written calendar will be posted in the Social Hall.
 - Public calendar will be posted on the OUUF website.
- Reservations will be confirmed on a first-come-first-served basis.
- Rentals are offered in 6-hour blocks (1/2 day), including setup and clean up.
- A 30-minute buffer is required between reservations.

Agreements and Fees

- All renters will be charged a building use fee (appendix D). The fee may be modified at the discretion of the Board of Trustees based on the resources, mission, or purpose of the event.
- Other fees may also apply. (See Service Fees section)
- A Security Deposit is required for all rentals. The Security Deposit will be refunded if the renter meets all agreed upon expectations. Any costs incurred from repairing damages or replacing equipment will be subtracted from the security deposit.
- In accordance with the OUUF Bylaws, only the President of the Board of Trustees has the authority to sign contract on behalf of the OUUF. The Vice President or Treasurer may sign in place of the President if the President is unavailable.
- Any recurring meeting or special event that is official church business or church program will not be required to sign a Building Use Agreement form but are expected to follow the Renters Expectations (appendix B)
- Any recurring meeting or special event that is not a program of the church shall sign a Building Use Agreement Form (appendix C).

Alcohol and Smoking Policy

- Alcohol or any other intoxicant may NOT be consumed on OUUF premises without special permission from the Board of Trustees.
 - If special permission is granted, only beer and wine will be permitted.
 - If special permission is granted, a building monitor must be present. (See Service Fees section)
- Smoking is not permitted anywhere on OUUF property.

Service Fees

- Building Monitor
 - If permission is granted for the use of alcohol, a Building Monitor must be present.
 - The Building Monitor must be a member of the OUUF (assigned by the OUUF Board of Trustees) or Law Enforcement.
- Janitorial Services
 - OUUF authorized Janitorial Services are available for hire.
 - See Renter Expectations (appendix B) for list of items included in Janitorial Services.
 - Janitorial Services include Dishwasher Services.
- Dishwasher
 - Only authorized OUUF representatives are permitted to use the dishwasher.
 - OUUF authorized Dishwasher services are available for hire.
 - Included with the purchase of Janitorial Services.
- Sound System
 - Only authorized OUUF representatives are permitted to use the sounds system.
 - An OUUF authorized Sounds System operator is available for hire.
- See Appendix D for schedule of Service Fees.

Addendum to Lease

- Addendum to Lease: Any outside group must sign an Addendum to Lease which stipulates that the “Landlord will or not be liable for liability or damage claims for injury to persons or property.... “Also, the addendum requires the “Tenant to buy and maintain in full force, and at its expense during the term of this lease...public liability insurance, in a minimum amount of \$1,000,000 for bodily injury or death to persons and \$50,000 for damage to property.” (See Appendix A for Full Addendum to Lease)

DOCUMENT REVISIONS

#	Description of Revision	Date	Initial
0	Document was approved by the Board of Trustees	02/2019	T.Colon

APPENDIX A
ADDENDUM TO LEASE

ADDENDUM TO LEASE

The Oberlin Unitarian Universalist Fellowship, hereinafter known as Landlord, and the _____, hereinafter known as Tenant, desire to and by this addendum do hereby amend the written lease agreement entered into by and between them for the premises located at 355 East Lorain Street, Oberlin Ohio, as follows:

NON-LIABILITY OF LANDLORD FOR DAMAGES

Landlord shall not be liable for liability or damage claims for injury to persons or property from any cause relating to the use and/or occupancy of the premises, including building and real property, by tenant, its agents, family members, officers, volunteers, helpers, or guests or invitees of any of them, during the term of this lease or any extension thereof. Further, Tenant shall indemnify and hold Landlord harmless from all liability, loss or other damage claims or obligations resulting from any injuries or losses, including Attorney's fees and court costs incurred by Landlord in defending such claims, except when caused by the negligence of Landlord, its agents, servants, or employees.

LIABILITY INSURANCE

Tenant shall procure and maintain in full force, at its expense, during the term of this lease, and any extension thereof, public liability insurance which shall be adequate to protect against liability for damage claims through use of or arising out of an accident occurring in or around the leased premises, in a minimum amount of \$1,000,000.00 for bodily injury or death to persons, and \$50,000.00 for damage to property. Landlord shall be an additional named insured in such policy and Tenant shall furnish Landlord a Certificate of Insurance with reference to the same.

IN WITNESS WHEREOF, the parties have executed and delivered this Addendum to their Lease Agreement this ____ day of _____, 20__.

LANDLORD: Oberlin Unitarian Universalist Fellowship _____

TENANT: _____

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APPENDIX B

RENTERS EXPECTATIONS

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All Renters are expected to return the facilities to the state in which they were found by doing the following:

1. Chairs and tables must be put back in their original places.
2. Tables shall be clean. ***
3. Floors should be left as they were found. Mopping & vacuuming should be done if necessary. ***
4. Dishes shall be clean and put away. Any dirty dishes may be left in the dishwasher. ***
5. All Trash must be placed in plastic bags and placed in dumpster.
6. Lights must be turned out. All doors must be locked
7. All breakage or damage must be reported and will be charged to renter.
8. Premises must be vacated within one hour after the event is over.
9. Equipment belonging to the Fellowship may not be taken off premises.
10. No smoking
11. No alcohol, unless given special written permission. If permission is given, a monitor is required.
12. If the building is not left in the above condition, the amount required to return the premises as described above will be taken from the security deposit including any cleaning charges that may be required.
13. Only authorized OUUF representatives are permitted to use the sound system and dish washer.
14. Rice is not permitted at Weddings. Birdseed is permitted.

*** - included with Janitorial Services

APPENDIX C
RENTAL AGREEMENT

RENTAL AGREEMENT

RENTER

NAME _____ ADDRESS _____

ORGANIZATION _____

PHONE NUMBER _____ EMAIL _____

RENTAL DATES _____

START TIME / END TIME (including setup and clean up) _____ to _____

DESCRIPTION OF EVENT _____

- Single Event
 - Recurring / Interval Event
 - Wedding
-

MEMBERSHIP Member of the OUUF

Non-Member

ROOMS TO BE RENTED Gathering Room

Sanctuary (includes Gathering Room)

Social Hall (includes Kitchen)

Milk Room

Minister's Office
(requires special permission from Minister)

Cave
(requires special permission from RE Director)

Wedding package
(Sanctuary, Social Hall, Kitchen, Gathering Room)

ALCOHOL? YES – Fees apply
(Building Monitor is required) NO

CUSTODIAL SERVICES NEEDED? YES – Fees apply
 NO

DISHWASHER SERVICES NEEDED? YES – Fees apply
(included with purchase of Janitorial services) NO

SOUND SYSTEM OPERATOR NEEDED? YES – Fees apply
 NO

TOTAL FEES

SECURITY DEPOSIT

Addendum to Lease read, understood, & signed? YES INITIALS _____

Renter's Expectations read and understood? YES INITIALS _____

Safety Policy read and understood? YES INITIALS _____

RENTER _____

DATE _____

OOUF REPRESENTATIVE _____

DATE _____

APPENDIX D

RENTAL FEES

RENTAL FEES

ROOM RENTAL

ROOM	APPROX. SIZE (square feet)	½ DAY SINGLE EVENT	½ DAY RECURRING EVENT
• Gathering Room	650	\$25	\$15
• Sanctuary (includes Gathering Room)	1370 (650)	\$100	\$50
• Social Hall (includes Kitchen)	930 (270)	\$75	\$40
• Milk Room	165	\$25	\$15
• Minister's Office	200	\$25	\$15
• Cave	340	\$25	\$15

SERVICES

- Building Monitor \$50
 - Janitorial \$30
 - Dishwasher \$15
 - Sound System \$15/hr
-

SPECIAL EVENTS AND SERVICES

- Wedding \$350
 - Includes rental of Sanctuary, Gathering Room, Social Hall, and Kitchen
 - Included full day of Wedding and ½ day for Rehearsal.
 - Includes Sound System Operator
 - Does not include Minister or Musician. OUUF Minister and Pianist are available for hire. Agreement between parties must be made outside the OUUF Rental agreement.